



Using Government Facilities

ABOUT THE SERVICE

THE NAGA CITY GOVERNMENT offers the use of the following facilities ideal for seminars, conferences, gatherings, sports events and other activities:

- Plaza Quezon
- Plaza Rizal
- Plaza Quince Martires
- Naga City People's Hall
- City Youth Center
- Naga City Civic Center
- Metro Naga Sports Complex
- Naga City Gymnasium
- Jesse M. Robredo Coliseum
- Auditorium of Jesse M. Robredo Museum

FEES

NAGA CITY YOUTH CENTER (ROOMS)

Big Rooms w/ Four (4) Beds	P 1,500.00 / night
Small Rooms w/ Two (2) Beds	P 750.00 / night

PLAZA QUEZON

With or Without the use of city facilities at whatever time	P 2,250.00 / day
For use of Rallies or Demonstration	P 1,500.00 / day

METRO NAGA SPORTS COMPLEX

FACILITY	RENTAL FEE
Athletic Ground, Stadium, Baseball, Softball Field and Tennis Court	P 10.00 per person non-student P 5.00 per person for students
Parking of Vehicles	P 10.00 per day unit
Swimming Pool	P 75.00 Non Student P 25.00 Student, Senior Citizen & PWD

NAGA CITY GYMNASIUM (For Gymnastics use only)

DAYTIME price per hour	NIGHTTIME price per hour
W/out use of electricity – P 185.00	Using 6 light bulbs – P 370.00
W/ Sound System/Equipment – 450.00	Using 6 light bulbs and Sound System – P 525.00 Using 18 light bulbs – P 500.00 Using 18 light bulbs and Sound System – P 1,500.00

Department / Office:	CITY MAYOR'S OFFICE
Classification:	Simple
Type of Transaction:	G2C - Government to Citizens
Who may avail	Any Resident
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> • Letter-request addressed to the City Mayor, specifying the following: <ul style="list-style-type: none"> ○ government facility to be used, ○ date of use, 	<ul style="list-style-type: none"> • Requesting Party



<ul style="list-style-type: none"> o time of use, and o purpose of use 				
<ul style="list-style-type: none"> • Such other documents/papers that the city may require 		<ul style="list-style-type: none"> • 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Requirements.			1 minute	GRACE S. SEGUI Administrative Aide I (Casual)
2. Payment of Fees.		see Table above	5 minutes	Local Revenue Collection Officer CITY TREASURER'S OFFICE
	3. Preparation of Mayor's Permit.		1 minute	GRACE S. SEGUI Administrative Aide I (Casual)
	4. Approval of Permit by the Mayor or his authorized representative.		1 minute	NELSON S. LEGACION City Mayor FRANCISCO M. MENDOZA CGDH I City Administrator PAUL JOHN F. BARROSA Secretary to the Mayor
	5. Release of Permit.		1 minute	GRACE S. SEGUI Administrative Aide I (Casual)
TOTAL		P	9 minutes	

CITY MAYOR'S OFFICE

Room 201, 2/F Main Bldg., City Hall Complex, J. Miranda Avenue, Concepcion Pequeña, Naga City

For more information, please contact:

Nelson S. Legacion, City Mayor

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